



**DEPARTMENT OF MILITARY AFFAIRS**

**RECRUITMENT AND SELECTION**

**ADVERTISING**

After submission of Form # 1 (approval), complete this form and return to the Personnel Office.

POSITION NUMBER                      ANTICIPATED CLOSING DATE

POSITION TITLE                                      GRADE/BAND

CONTACT PERSON

**SELECT THE ADVERTISING OPTION FOR THIS POSITION (See Recruitment and Selection Guide)**

☐ **INTERNAL RECRUITMENT** – Allow two to three weeks for advertising.

**FOR INTERNAL RECRUITMENT, SEND THE FOLLOWING TO PERSONNEL:**

\_\_\_\_\_ DRAFT VACANCY ANNOUNCEMENT

\_\_\_\_\_ DRAFT SUPPLEMENTAL QUESTIONS (OPTIONAL)

☐ **EXTERNAL RECRUITMENT** – Allow no less than three weeks to advertise. Prior to advertising a position externally, the Personnel Officer will submit the vacancy announcement to the RIF registry.

**FOR EXTERNAL RECRUITMENT, SEND THE FOLLOWING TO PERSONNEL:**

\_\_\_\_\_ DRAFT VACANCY ANNOUNCEMENT

\_\_\_\_\_ DRAFT SUPPLEMENTAL QUESTIONS (OPTIONAL)

\_\_\_\_\_ DRAFT ADVERTISEMENT FOR NEWSPAPER

DATE(S) OF ADVERTISEMENT

ADVERTISE IN:

ALL MONTANA DAILIES (ESTIMATED COST PER DAY - \$75.00)

or select: ☐ BILLINGS    ☐ BUTTE    ☐ HELENA    ☐ MISSOULA  
☐ BOZEMAN    ☐ GREAT FALLS    ☐ KALISPELL

☐ OTHER:

ORG NUMBER

(Personnel Officer will approve payment of newspapers bills using this ORG NUMBER.)

\* SAMPLE VACANCY ANNOUNCEMENT AND CLASSIFIED ADVERTISEMENT ATTACHED.

